C O P Y

June 26, 1902.

SPECIAL ORDER.

There is hereby created and established, in the Office of Experiment Stations of the United States Department of Agriculture, the following Divisions, namely: Editorial Division; and Division of Insular Stations. This order shall take effect and be in force from and after July 1, 1902.

JAMES WILSON,

Secretary of Agriculture.

COPY.

August 27, 1902.

SPECIAL ORDER.

A Division, in the Bureau of Forestry, is hereby created and established, to be designated and known as the Division of Forest Products; and it is hereby ordered that the same take effect on September 1, 1902.

JAMES WILSON,

Secretary of Agriculture.

Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MARCH 18, 1903.

SPECIAL ORDER.

It is hereby ordered that all watchmen employed in watching and guarding the gardens and grounds of the United States Department of Agriculture report for duty in person to, and receive their instructions from, the Chief of the Bureau of Plant Industry.

James Wilson

Secretary of Agriculture.

(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

May 14, 1903.

SPECIAL ORDER.

It is hereby ordered that Doctor Beverly T. Galloway, Chief of the Bureau of Plant Industry, Doctor Daniel E. Salmon, Chief of the Bureau of Animal Industry, and Doctor Alfred C. True, Director of the Office of Experiments Stations, all in the Department of Agriculture, be and they are, in addition to their regular official duties, hereby constituted a committee to be designated and known as the Building Committee and be subject to the orders of the Secretary of Agriculture, to direct and supervise the erection of a building for the use and accommodation of the Department of Agriculture according to "An Act For the erection of a building for the use and accommodation of the Department of Agriculture," approved February 9, 1903. Doctor Beverly T. Galloway before mentioned is hereby appointed chairman of the said committee.

(Signed) James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JUNE 23, 1903.

SPECIAL ORDER.

It is hereby ordered, That there be, and there is hereby, established in the Bureau of Chemistry of the U. S. Department of Agriculture a laboratory to be known as the Contracts Laboratory, in which shall be examined materials to be purchased by the U. S. Department of Agriculture, to determine their purity and compliance with specifications, and to do the collaborative work provided by law for other departments which may request such assistance from the Secretary of Agriculture.

James Wilson

Secretary of Agriculture.

Department of Agriculture,
Office of the Secretary,
Washington, D.C.

OCTOBER 5, 1903.

SPECIAL ORDER.

Mr. Jasper Wilson, Private Secretary to the Secretary of Agriculture, is hereby relieved from duty as Acting Chief Clerk and Mr. Irving Frickey is hereby designated and appointed as Acting Chief Clerk in the absence of the Chief Clerk, and he will be respected accordingly.

James Wilson

Secretary.

(Copy).

Department of Agriculture,
Office of the Secretary,
Washington.

April 12, 1904.

Special Order:

It is hereby ordered that Dr. B. T. Galloway, Chief of the Bureau of Plant Industry, Dr. Daniel E. Salmon, Chief of the Bureau of Animal Industry, and Captain John S. Sewall, Supervisor of the Construction of the New Buildings of the Department of Agriculture under the provisions of an Act approved February 9, 1903, are hereby constituted a Board of Awards, to consider all bids tendered in connection with the construction of the aforesaid New Buildings, and also in connection with the removal and construction of green-houses connected with the Department of Agriculture, and to make recommendations respecting such bids direct to the Secretary of Agriculture.

(Signed) James Wilson

Secrrtary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JUNE 2, 1904.

SPECIAL ORDER:

It is hereby ordered, That there be, and there is hereby, established in the Bureau of Chemistry of the United States Department of Agriculture a Division to be known as the Division of Tests. The work of this Division shall be to test and investigate road materials and all materials of construction relating to agriculture, and to do collaborative work provided by law with other Departments which may require such assistance from the Secretary of Agriculture.

This order is to take effect July 1, 1904.

James Wilson

Secretary.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JUNE 3, 1904.

SPECIAL ORDER:

It is hereby ordered, That there be, and there is hereby, established in the Bureau of Chemistry of the United States Department of Agriculture a Division to be known as the Division of Foods. The work of this Division shall be the examination and analysis of foods to determine their nutritive properties, the study of the adulteration of foods and the methods of detecting it, and the conduct of the analytical work relating to the inspection of food products and to the other investigations of foods specially authorized by Congress. It shall be a part of the work of this Division also to examine food products offered for analysis by the other Departments of the Government in harmony with existing legislation.

This order is to take effect July 1, 1904.

James Wilson

Secretary.

United States Department of Agriculture,
Office of Chief Clerk,
Washington, D. C.

JUNE 9, 1904.

SPECIAL ORDER:

Mrs. MARTHA BOSS is hereby temporarily placed in charge of all the charwomen of the Department, excepting those at the Weather Bureau and Bureau of Forestry. She will equitably distribute the work between said employees, keep their time, and make report to the Time Clerk of all leaves of absence, and do all other things necessary to maintain order and discipline. She will be obeyed and respected accordingly.

S. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JULY 1, 1904.

SPECIAL ORDER.

There is hereby established in the Bureau of Chemistry a laboratory to be known as the Micro-chemical Laboratory. This laboratory is charged with the micro-chemical investigations of substances important in agriculture and relating to the investigations of the Bureau of Chemistry and with such collaborative work as may be desired by the other bureaus and divisions of the Department of Agriculture and of the other Departments of the Government. It is especially charged with the micro-chemistry of food products, especially in respect of their composition and adulteration.

James Wilson

Secretary.

A true copy:

S. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JULY 1, 1904.

SPECIAL ORDER.

The order establishing the Soil and Fertilizer Laboratory is hereby abrogated. In lieu of this laboratory there is established, in the Bureau of Chemistry, a laboratory to be known as the Plant Analysis Laboratory. This laboratory is charged with the investigation of fertilizers in respect of composition and will collaborate in this work with the referees of the Association of Official Agricultural Chemists, charged with the investigation of fertilizers and fertilizing substances.

The laboratory is also charged with the investigation of the constitution of plants, and is authorized to collaborate with the Bureau of Plant Industry in the chemical investigation of problems in which the Bureau of Chemistry and the Bureau of Plant Industry are mutually interested.

James Wilson

Secretary.

A true copy:

S. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JULY 1, 1904.

SPECIAL ORDER.

There is hereby established in the Bureau of Chemistry a laboratory to be known as the Leather and Paper Laboratory to which are to be committed the analyses and investigations relating to the following subjects:

Investigations of tannins and tanning materials and their effects upon the strength and properties of leather with a view to promoting the agricultural industries relating to the production of tannins and tanning materials and leather of a high quality.

All technical problems of a chemical nature relating to the production of tannins and tanning products and of leathers.

All technical problems of a chemical nature relating to the production of leather.

All chemical and physical investigations of papers in regard to their fitness for use in the Department of Agriculture and other Departments of the Government which may request such investigations.

All technical problems of a chemical nature relating to the production of paper with a view to promoting the agricultural industries connected with the production of the raw materials and to the improvement of the quality of papers made.

James Wilson

Secretary.

A true copy:

S. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of Chief Clerk,
Washington, D. C.

JULY 13, 1904.

SPECIAL ORDER:

The employees in Washington known as laborers, both skilled and unskilled, who are required to begin work at 8 o'clock a. m. under previous orders, hereafter will remain on duty until 4.30 p. m., except on Saturdays during July, August, and September, when they will remain until 1 o'clock p. m.

By authority of the Secretary:

W. R. Beardsley.

Chief Clerk.

United States Department of Agriculture,
Office of Chief Clerk.
Washington, D. C.

NOVEMBER 30, 1904.

SPECIAL ORDER:

1. Mr. J. F. Skidmore, paid from the roll of the Bureau of Animal Industry, is hereby relieved from the duties of weighing and the inspection of feed and fuel.

2. Mr. W. F. Timberlake, now on duty with the Property Clerk, is hereby directed (in addition to his present duties) to inspect and weigh all feed and fuel for the Department, except the Weather Bureau.

By order of the Secretary:

S. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

JANUARY 27, 1905.

SPECIAL ORDER.

1. Special order of November 30, 1904, is hereby revoked, and Mr. W. F. Timberlake is accordingly relieved from the duties of inspector and weigher of feed and fuel for this Department.

2. Mr. J. F. Skidmore is hereby directed (in addition to other duties) to inspect and weigh all feed and fuel for the Department except that for the Weather Bureau and Bureau of Forestry, and will report to Mr. Lewis Jones, Chief Engineer.

By order of the Secretary:

S. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

July 1, 1905.

SPECIAL ORDER.

The name of the Insecticide and Agricultural Water Laboratory of the Bureau of Chemistry is hereby changed to the Miscellaneous Laboratory.

The principal lines of work of this laboratory shall be, as heretofore, upon insecticides, waters, and cattle foods, with the addition of such other chemical work of the Bureau of Chemistry and other bureaus and divisions of the various departments of the Government as does not properly belong to any of the other laboratories already established.

The work on insecticides shall include studies of the composition and methods of analysis of this class of compounds, together with such collaborative work with the Bureau of Entomology as may appear mutually profitable.

The work on waters shall include studies in collaboration with the Office of Experiment Stations, of irrigation waters, and of sanitary and mineral waters, and shall be especially directed toward a study of the mineral waters sold upon the American market. It shall not include analyses of waters for corporations, firms, or private parties, nor for any commercial purpose.

The work on cattle foods shall include any studies relating to their composition, nutritive value, adulteration, and analysis.

The miscellaneous work shall include investigations of an official and public nature which may be properly made by the bureau.

James Wilson

Secretary.

(COPY)

Department of Agriculture,
Office of the Secretary,
Washington.

October 4, 1905.

SPECIAL ORDER:

It is hereby ordered that one copy of the monthly payrolls of each Bureau, Division, Office, and Forest Service, be furnished monthly by the respective Chiefs thereof to the Appointment Clerk of the Department on or before the 6th day of the succeeding month to which the said payrolls appertain.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

MAY 1, 1906.

SPECIAL ORDER.

Mr. Almerico Zappone has this day been appointed Chief of Division and Disbursing Clerk, Division of Accounts and Disbursements, vice Mr. Frank L. Evans, resigned, and he will be recognized and respected accordingly.

By order of the Secretary:

S. R. Burch

Chief Clerk.

(COPY)

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Department of Agriculture,
Office of the Secretary,
Washington.

May 24, 1906.

SPECIAL ORDER:

On June 21, 1895, the Secretary of Agriculture issued an order requiring each inspector, assistant inspector, live stock agent, stock examiner, and tagger to wear a badge while engaged in the performance of official duties, the badge to be furnished by the Chief of the Bureau of Animal Industry, and each employee was required to deposit the sum of $2.00 with the Disbursing Clerk of the Department, who was made custodian of the guarantee fund. On October 12, 1905, the Secretary of Agriculture issued an order modifying the order of June 21, 1895, so far as related to these deposits and directing that the money be refunded. The amount received, up to that date, October 12, 1905, by Mr. F. L. Evans, Disbursing Clerk, of the Department, was $2,164.00, and during the period from that date to May 24, 1906, the sum of $1,944.00 was returned to the various depositors by him, leaving in the guarantee fund a balance of $220.00. The transfer of this balance $220.00, to his successor, Mr. A. Zappone, Disbursing Clerk of the Department, is hereby ordered and will be refunded by him to the depositors as soon as practicable. If the money is not claimed by them within a reasonable time the amount will be deposited in the Treasury to the credit of miscellaneous receipts.

James Wilson

Secretary.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JUNE 30, 1906.

SPECIAL ORDER.

Whenever the Chief of any Bureau, Office, Division, or Service of the U. S. Department of Agriculture shall recommend for promotion in salary any person on the pay rolls of his office it will be necessary for him to state therein the date of the last promotion of the person recommended for promotion and from what amount of salary to what amount of salary the person was promoted; also the recommendation for promotion must include a statement of the amount of money earned, in outside work, by the person in whose favor the recommendation is made, provided the salary of the person so recommended amounts to $1,600 or over per annum.

James Wilson

Secretary.

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United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

APRIL 29, 1907.

SPECIAL ORDER.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

Your attention is respectfully invited to the Executive order quoted below, and all employees of your force who may be members of any of the organizations named, who may wish to avail themselves of the opportunity to attend the meetings of same, as well as the unveiling of the statue of General McClellan, may be excused accordingly.

EXECUTIVE ORDER.

It is hereby ordered that the members of the societies of the armies of the Potomac, Tennessee, Cumberland, and Ohio, the members of the Grand Army of the Republic, Sons of Veterans, and Loyal Legion employed in the District of Columbia in or under the several Executive Departments and independent Government establishments, who desire to attend the corps meetings of the above-named societies and the unveiling of the statue of Major-General George Brinton McClellan on Thursday, May 2, 1907, be excused from duty on that day.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *April 25, 1907.*

By order of the Secretary:

E. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

MAY 16, 1907.

SPECIAL ORDER.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

Your attention is respectfully invited to Executive order below quoted, and you are hereby directed to see that its provisions are carried out by the employees of your respective offices who have charge of the sending out of official matter.

EXECUTIVE ORDER.

It is hereby ordered that on and after June 1, 1907, all official communications or reports from and to executive officers of the Territories and Territorial possessions of the United States, viz, Arizona, Hawaii, New Mexico, Oklahoma, Porto Rico, Alaska, Indian Territory, Samoa, and Guam, and all official communications or reports relating to Territorial matters from and to all executive officers of the United States stationed in such Territories and Territorial possessions, shall be transmitted through the Secretary of the Interior in such manner and under such regulations as he may prescribe.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *May 11, 1907.*

By order of the Secretary:

E. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JUNE 17, 1907.

SPECIAL ORDER.

CHIEFS OF SCIENTIFIC BUREAUS AND INDEPENDENT OFFICES:

In connection with attendance upon meetings of the various societies having for their object the advancement of those sciences related to and having a direct bearing upon the work of the Department of Agriculture, customary travel and subsistence expenses of Chiefs of Scientific Bureaus and Independent Offices will be borne by the Department. Similar expenses will be allowed subordinates ordered by the Secretary to attend such meetings, but subordinates attending on their own request will be reimbursed for railroad and Pullman fares only, and not for subsistence either en route or at the place of meeting.

James Wilson

Secretary of Agriculture.

COPY

SPECIAL ORDER.

It is hereby directed that the rank of the Drug Laboratory of the Bureau of Chemistry be raised so that it shall be "Division of Drugs, Bureau of Chemistry," this order to take effect January 1, 1908.

JAMES WILSON,

Secretary of Agriculture.

December 26, 1907.

COPY.

February 24, 1908.

SPECIAL ORDER.

Dr. Ira Remsen, Dr. Russell H. Chittenden, Dr. John H. Long, Dr. Alonzo E. Taylor, and Dr. C. A. Herter, Consulting Scientific Experts, will constitute the Referee Board to aid the Secretary of Agriculture in enforcing the Food and Drugs Act of June 30, 1906.

The Board will consider those scientific questions arising from time to time in the enforcement of the law, which may be referred to the Board by the Secretary of Agriculture.

Dr. Remsen will act as Chairman of the Referee Board.

(Signed) James Wilson,

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 21, 1908.

SPECIAL ORDER.

In view of the fact that the new building has been accepted the west wing will be occupied by the Bureau of Plant Industry, the east wing by the Bureau of Animal Industry, Bureau of Soils, Office of Experiment Stations, and the Library,

IT IS HEREBY ORDERED: That the Chief Clerk, as custodian, will have complete charge of the installation of all laboratories, construction of partitions, etc., and when there are any changes to be made or holes cut in the floors or walls he is to be consulted before such work is begun. No work is to be started until complete details and plans of same have been prepared and approved by the custodian. He is also to be consulted at all times whenever there are to be any repairs made in the buildings.

James Wilson,

Secretary.

Official,

J R Brooks

Chief Clerk.

See also 205

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Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

March 21, 1908.

SPECIAL ORDER.

Mr. S. F. Gardner is hereby appointed consulting engineer for the purpose of passing on plans and specifications, which are to be submitted for my approval, for any work contemplated in the new building, in compliance with special order of this date.

Chief Clerk.

See also 204

(COPY.)

June 22, 1908.

SPECIAL ORDER:

It is hereby ordered, That there be, and there is hereby established in the Division of Drugs, Bureau of Chemistry, of the United States Department of Agriculture, a Laboratory to be known as the Pharmacological Laboratory of the Division of Drugs. It shall be the duty of this laboratory to investigate the pharmacological action of drug products under the food and drugs act.

This order is to take effect July 1, 1908.

JAMES WILSON,

Secretary.

(COPY)

June 22, 1908.

SPECIAL ORDER.

It is hereby ordered, That there be, and there is hereby established in the Division ofDrugs, Bureau of Chemistry of the United States Department of Agriculture a Laboratory to be known as the Synthetic Products Laboratory of the Division of Drugs. It shall be the duty of this Laboratory to investigate synthetic drug products and preparations in the manufacture of which such products are employed.

This order is to take effect July 1, 1908.

(Signed) James Wilson,

Secretary.

(COPY)

June 22, 1908.

SPECIAL ORDER.

It is hereby ordered, That there be, and there is hereby, established in the Division of Foods of the Bureau of Chemistry of the United States Department of Agriculture a Laboratory to be known as the Laboratory of Food Technology. The work of this Laboratory shall be the investigation of technical methods connected with the manufacture and preparation of foods and the conduct of the analytical work relative to the manufacture and preparation of foods which is not otherwise provided for.

This order is to take effect July 1, 1908.

JAMES WILSON,

Secretary.

COPY.

June 22, 1908.

SPECIAL ORDER.

It is hereby ordered, That there be, and there is hereby established in the Division of Drugs, Bureau of Chemistry, of the United States Department of Agriculture, a Laboratory to be known as the Essential Oils Laboratory of the Division of Drugs. It shall be the duty of this laboratory to investigate essential oils and products in the manufacture of which the same are used.

This order shall take effect July 1, 1908.

JAMES WILSON,

Secretary.

(ORDER)

June 23, 1908.

SPECIAL ORDER:

It is hereby ordered, That there be, and there is hereby established in the Miscellaneous Division of the Bureau of Chemistry of the U. S. Department of Agriculture, a Laboratory to be known as the Insecticide and Fungicide Laboratory. The work of this Laboratory shall be the study of the composition, analysis, preparation and action of insecticides, fungicides and weed killers.

This order is to take effect July 1, 1908.

JAMES WILSON,

Secretary.

COPY.

June 23, 1908.

SPECIAL ORDER.

It is hereby ordered, That there be, and there is hereby, established in the Miscellaneous Division of the Bureau of Chemistry of the U. S. Department of Agriculture, a Laboratory to be known as the Water Laboratory. This Laboratory shall be charged with the examination of samples of table and medicinal waters taken in connection with the enforcement of the Foods and Drugs Act, except those referred to or coming within the scope of other laboratories, with the study of mineral springs of the United States, with the study of irrigation waters when requested by other bureaus and with sanitary studies of water supplies.

This order to take effect July 1, 1908.

(Signed) James Wilson,

Secretary.

(COPY)

June 23, 1908.

SPECIAL ORDER.

It is hereby ordered, that there be, and there is hereby, established in the Miscellaneous Division of the Bureau of Chemistry of the U. S. Department of Agriculture, a Laboratory to be known as the Cattle Food and Grain Investigation Laboratory. This Laboratory shall be charged with the examination of samples of cattle foods taken in connection with the enforcement of the Food and Drugs Act, except those referred to or coming within the scope of other laboraties, with the study of the chemical composition and feeding value of various cattle food substances and with the study of the composition, relative feeding values and commercial importance of grains, together with chemical studies relative to the adaptability of foreign grains to the climatic conditions of the United States, in collaboration with other Bureaus of the Department of Agriculture.

This order is to take effect July 1, 1908.

JAMES WILSON,

Secretary.

(COPY)

June 23, 1908.

SPECIAL ORDER.

It is hereby directed that the Miscellaneous Laboratory of the Bureau of Chemistry be abolished and that there be established in its place a Division to be known as the "Miscellaneous Division, Bureau of Chemistry", with similar duties to the aforesaid Laboratory.

This order to take effect July 1, 1908.

JAMES WILSON,

Secretary.

(COPY)

June 24, 1908.

SPECIAL ORDER.

It is hereby ordered, That there be, and there is, hereby established in the Division of Drugs, Bureau of Chemistry, of the United States Department of Agriculture, a Laboratory to be known as the Drug Inspection Laboratory of the Division of Drugs. This laboratory shall be charged with the examination of samples of drugs taken in connection with the enforcement of the food and drugs act, excepting such for which special arrangements are made.

(Signed) James Wilson,

Secretary.

(COPY)

June 24, 1908.

SPECIAL ORDER.

It is hereby ordered, That there be, and there is hereby, established in the Division of Foods, Bureau of Chemistry, of the United States Department of Agriculture, a Laboratory to be known as the Food Inspection Laboratory. This Laboratory shall be charged with the examination of samples of foods taken in connection with the enforcement of the Food and Drugs Act except those referred to or coming within the scope of other laboratories.

This order is to take effect July 1, 1908.

(Signed) James Wilson,

Secretary.

(COPY)

June 24, 1908.

SPECIAL ORDER.

It is hereby ordered, That there be, and there is hereby established in the Division of Foods of the Bureau of Chemistry of the United States Department of Agriculture a Laboratory to be known as the Oil, Fat and Wax Laboratory. The work of this Laboratory shall be the investigation of methods for the preparation and purification of edible oils, fats and waxes and the study of the analytical methods for the determination of their quality and purity.

This order is to take effect July 1, 1908.

(Signed) James Wilson,

Secretary.

June 24, 1908.

SPECIAL ORDER.

There is hereby established in the Bureau of Chemistry a laboratory for food research. The object of this laboratory is to study problems of a research character for the purpose of obtaining information for the execution of the Food and Drugs Act, June 30, 1906, and especially those problems relating to the production of putridity or decomposition. This laboratory for the present is continued in Philadelphia.

(Signed) W. L. Moore,

Acting Secretary.

(COPY)

June 25, 1908.

SPECIAL ORDER.

It is hereby ordered, That there be, and there is hereby, established in the Miscellaneous Division of the Bureau of Chemistry of the U. S. Department of Agriculture, a Laboratory to be known as the Laboratory for the study of the Action of Trade Wastes on Agricultural Products. The work of this Laboratory shall be the study of the action of Smelter wastes and wastes from other commercial processes on vegetation and animals, and methods for combatting such action.

This order is to take effect July 1, 1908.

(Signed) James Wilson,

Secretary.

(COPY)

July 14, 1908.

SPECIAL ORDER.

It is hereby ordered that the title of "the Division of Foreign Markets" of the Bureau of Statistics, in the U. S. Department of Agriculture, be and is hereby changed to "the Division of Research", which Division will continue the work of the late Division of Foreign Markets and be much broader in its scope, and be directed toward a greater variety of subjects.

(Signed) W. L. Moore,

Acting Secretary of Agriculture.

(COPY)

August 4, 1908.

SPECIAL ORDER.

It is hereby ordered, That the Special Order dated July 14, 1908, which ordered "that the title of 'the Division of Foreign Markets' of the Bureau of Statistics, in the U. S. Department of Agriculture, be and is hereby changed to 'the Division of Research', which Division will continue the work of the late Division of Foreign Markets and be much broader in its scope, and be directed toward a greater variety of subjects" IS HEREBY REVOKED. This order shall take effect on July 14, 1908.

(Signed) W. L. Moore,

Acting Secretary of Agriculture.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

AUGUST 10, 1908.

SPECIAL ORDER.

The following Executive Order is hereby promulgated for the information of the Chiefs of Bureaus, Divisions, and Offices of this Department:

"A National Conservation Commission to consider and advise the President upon the condition and needs of the natural resources of the country has been appointed by the President. The heads of the Executive Departments, Bureaus, and other Government establishments are hereby instructed to secure, compile, and furnish to the said Commission all such information and data relevant to its work as the Commission may from time to time request, and as may be respectively within the lawful powers of such Departments, Bureaus, and Government establishments to secure, compile, or furnish, and not inconsistent with express provisions of law.

"THEODORE ROOSEVELT.

"THE WHITE HOUSE, *June 8, 1908.*"

By order of the Secretary.

IRVING FRICKEY,
Acting Chief Clerk.

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United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

NOVEMBER 19, 1908.

SPECIAL ORDER.

The following Executive Order is hereby promulgated for the information of all concerned in this Department:

EXECUTIVE ORDER.

"It is hereby ordered that the employees in and under the several Executive Departments and independent Government establishments, who served in the military or naval service of the United States during the Civil War, and those who are members of the Women's Relief Corps and the organization of Sons of Veterans, desiring to attend the unveiling of the statue of General Philip Henry Sheridan on Wednesday, November 25, 1908, be excused from duty at 1.00 P. M. on that day.

"THEODORE ROOSEVELT.

"THE WHITE HOUSE, *November 17, 1908.*"

By order of the Secretary:

E. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

WASHINGTON, D. C., *December 1, 1908.*

SPECIAL ORDER.

It is hereby ordered that Mr. FRANK G. KELSEY, a Clerk of Class Three on the statutory roll of the Office of the Secretary, be, and is hereby, authorized and directed to serve as Acting Chief Clerk of the U. S. Department of Agriculture, in the absence of the Chief Clerk thereof.

James Wilson

Secretary of Agriculture.

Attest:

E. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

DECEMBER 8, 1908.

SPECIAL ORDER.

TO BUREAUS, DIVISIONS, AND OFFICES:

Inasmuch as there seems to be some misunderstanding in regard to the method of distributing the Department publications, I wish to remind the Chiefs of Bureaus, Divisions, and Offices that the Division of Publications is charged with the mailing of all publications, the Chief of that Division having been designated to have supervision of such distribution under the provisions of section 92 of the law of January 12, 1895, and that he is required to report thereon. Consequently, when the Chiefs of Bureaus desire publications mailed out they must send orders therefor, leaving the actual mailing to be done in the Document Section of the Division of Publications; and no mailing shall be done by the Bureaus, Divisions, and Offices. The only exception to the above is when it is desired to send a marked copy referred to in a letter or to hand a copy to a visitor. The Division of Publications is provided with a force to do such work, and all orders will be promptly filled, and in cases where the mailing involves an exceptionally large number of copies, beyond the ability of the Division of Publications to handle unaided, the manner of distribution must be the subject of special agreement between the Bureau or Office making the request and the Division of Publications.

It is evident that an accurate record of the distribution of the Department publications can not be kept and a report made thereof and duplication prevented, as required by the law, unless the distribution is centralized in one office, which is the Division of Publications.

Respectfully,

James Wilson

Secretary of Agriculture.

Official:

S. R. Burch

Chief Clerk.

United States Department of Agriculture,

Office of the Chief Clerk,

Washington, D. C.

DECEMBER 16, 1908.

SPECIAL ORDER.

The following employees of this Department are hereby designated as firemen, and will familiarize themselves under the direction of Captain Jones, Chief Engineer (who will be in charge in case of fire), in handling fire extinguishers, hose, and such other apparatus as may be at hand to put out any fire caused by explosions or otherwise, which may occur at any time in or around the buildings of the Department:

FIRE BRIGADE, U. S. DEPARTMENT OF AGRICULTURE.

LABORATORY A (EAST WING).

BASEMENT:
- R. F. Cummings ---- 24
- C. W. King ---- 109

FIRST FLOOR:
- T. F. Mahan ---- 118
- Maurice Bresnahan ---- 118
- E. A. Williams ----
- W. T. Thomas ----

SECOND FLOOR:
- Lars M. Eidsness ---- 234
- Zebebee LaPelle ---- 225
- James E. Field ---- 229

THIRD FLOOR:
- Henry S. McAuley ---- 350
- J. N. Hornbaker ---- 302
- W. R. Swank ---- 313
- E. L. Mann ---- 350

FOURTH FLOOR:
- C. R. Corey ---- 443
- C. H. Cross ---- 402

LABORATORY B (WEST WING).

BASEMENT:
- John D. Holland ---- 2
- Howard M. Clark ---- 17

FIRST FLOOR:
- James A. Taylor ---- 148
- J. P. Graham ---- 131

SECOND FLOOR:
- Charles W. Dawson ---- 204
- Thomas A. Fitzgerald ---- 250

THIRD FLOOR:
- C. D. Skippon ---- 348
- George Calwell ---- 328

FOURTH FLOOR:
- W. A. Ball ---- 402
- F. M. McLaughlin ---- 432

MAIN BUILDING.

BASEMENT:
- E. G. Grau.
- Alvin R. Schwab.
- W. H. Carter.
- Chas. Brooks.
- C. Syphax.
- Chas. T. Holbrook.

FIRST FLOOR:
- R. Morgan.
- Wm. S. Campbell.
- Milton Daniels.
- Joseph W. MacFate.

SECOND FLOOR:
- S. Edwin Thornton.
- John Peabody.
- L. G. Pray.
- Gustave E. Beckman.

THIRD FLOOR:
- S. P. Cannon (East End).
- A. E. Harris (West End).

FOURTH FLOOR:
- S. G. Boernstein.
- W. S. Clime.
- L. Beeson.
- A. B. Boettcher.
- J. H. Stevenson.

BOILER HOUSE.

- J. Sherman Williams.
- Archie W. Moffitt.
- Wm. H. Ross.

224 TWELFTH STREET SW.

FIRST FLOOR:
- George A. Degenhardt.

SECOND FLOOR:
- Charles L. Foubert.

THIRD FLOOR:
- George A. Harlow.

FOURTH FLOOR:
- G. Arnold Tallent.

OLD STATISTICS BUILDING.

FIRST FLOOR:
- A. J. Leister.
- B. C. Cunningham.

SECOND FLOOR:
- W. L. McAtee.
- Frank L. Earnshaw.

1304-1306 B STREET SW.

BASEMENT:
- Fred. C. Hall.

FIRST FLOOR:
- G. E. Cookman.
- Thomas G. Ecton.

SECOD FLOOR:
- C. D. Ashmore.
- Bernard Connor.

THIRD FLOOR:
- T. B. Stothart.
- E. H. Coleman.

201 THIRTEENTH STREET SW.

- Clifford L. Hall.

207 THIRTEENTH STREET SW.

- Frank A. Hugins.

DOCUMENT SECTION, 215 THIRTEENTH STREET SW.

BASEMENT:
- J. J. O'Neill.

FIRST FLOOR:
- Francis S. Williams.
- Geo. W. King.
- J. Thode.

SECOND FLOOR:
- Frank Snyder.
- Ben. R. Sherwood.
- W. H. Young.

THIRD FLOOR:
- Henry S. Walter.
- Augustus Lee.
- Frank M. Ford.

FOURTH FLOOR:
- Gerald E. Peck.
- Thomas Cullinan.
- E. H. Coleman.

PUBLIC ROADS.

FIRST FLOOR:
- Samuel M. Watson.

SECOND FLOOR:
- Cortlandt K. Krams.

THIRD FLOOR:
- Louis G. Carmick.

FOURTH FLOOR:
- Louis W. Carroll.

By order of the Secretary:

E. R. Burch

Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 14, 1909.

SPECIAL ORDER.

TO THE CHIEFS OF BUREAUS, OFFICES AND INDEPENDENT DIVISIONS:

In accordance with the provisions of the Act of March 4, 1907, (34 Stat., 1281), it is hereby ordered that all copies of telegrams, now on file in the Department of Agriculture, which do not constitute permanent records, and which are worthless, also time-cards and slips prior to 1905, shall be delivered to the Chief of the Supply Division, of this Department, for destruction, and the Chief of the Supply Division is hereby authorized and directed to dispose of the same in the manner indicated.

James Wilson
Secretary.

Attest:

S. R. Burch
Chief Clerk.

Check Bu Stat
Ann. Rept.

(COPY)

January 16, 1909.

SPECIAL ORDER.

In view of the fact that the London Office of the Bureau of Statistics, of the Department of Agriculture, is to be closed, Dr. F. R. Rutter, Special European Agent of the Bureau of Statistics, at London, England, is hereby authorized and directed, under the Act of March 4, 1907 (34 Stat., 1281), to sell, at the best price obtainable, or to destroy, if deemed expedient, all files of newspapers and other publications, which have no permanent interest and which are not of sufficient value of warrant transportation to the United States. In the event that the property is sold, the receipts therefrom are to be deposited in the Treasury of the United States.

JAMES WILSON,

Secretary.

Attest:

S. R. BURCH,

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

APRIL 19, 1909.

SPECIAL ORDER.

I. Beginning July 1st proximo, a quarterly audit of the books, records, and other property in the custody of the Chief of the Supply Division of the Department will be made by the Chief of the Division of Accounts and Disbursements in connection with his inspection of the Supply Division as administrative officer of the fiscal affairs of the Department.

II. Beginning July 1, 1909, the Division of Accounts and Disbursements will be promptly notified of all transfers of Government property from the several Bureaus, Offices, and independent Divisions to the Supply Division of the Department. In lieu of the form at present prepared in duplicate and forwarded to the Supply Division, a new form, in triplicate, will be supplied by the Chief of the Supply Division for use in all cases where property is so transferred. The appropriate section of the new form will be detached by the Bureau preparing the same and forwarded direct to the Division of Accounts and Disbursements; the other two sections will be sent to the Chief of the Supply Division, who will retain one and return the other, properly receipted, to the Bureau.

James Wilson

Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JUNE 7, 1909.

SPECIAL ORDER.

The attention of officers and employees of the Department is directed to the memorandum opinion of the Solicitor published herewith on the provisions of Section 9 of the Sundry Civil Act approved March 4, 1909, and the authority vested in the Secretary of Agriculture to authorize payment of salary and expenses to officers and employees of the Department for attendance upon the meetings of scientific societies.

The opinion of the Solicitor is approved and is to be followed by all officers in requesting authorization for such attendance.

James Wilson

Secretary of Agriculture.

OPINION OF THE SOLICITOR.

JUNE 4, 1909.

MEMORANDUM FOR THE SECRETARY:

The attached memorandum from Doctor Bigelow raises the following question: May certain scientific employees of the Department who are members of the American Chemical Society be paid both salary and expenses, or either, for attending the meeting of the American Chemical Society in Detroit this month?

You direct me to consider this question in connection with Section 9 of the Sundry Civil Act approved March 4, 1909 (Public No. 328). Section 9 reads as follows:

That hereafter no part of the public moneys, or of any appropriation heretofore or hereafter made by Congress, shall be used for the payment of compensation or expenses of any commission, council, board, or other similar body, or any members thereof, or for expenses in connection with any work or the results of any work or action of any commission, council, board, or other similar body, unless the creation of the same shall be or shall have been authorized by law; nor shall there be employed by detail, hereafter or heretofore made, or otherwise personal services from any executive department or other Government establishment in connection with any such commission, council, board, or other similar body.

The effect of Section 9 is, first, to prohibit the payment of any official moneys—

(a) As compensation or expenses of any commission, council, board, or other similar body unless the creation of the same shall be or shall have been authorized by law;

(b) As compensation or expenses of any member of any commission, council, board, or other similar body unless the creation of the same shall be or shall have been authorized by law;

(c) As expenses in connection with any work or the results of any work or action of any commission, council, board, or other similar body unless the creation of the same shall be or shall have been authorized by law;

Second, to prohibit the employment by detail or otherwise of personal services from any executive department or other Government establishment in connection with any commission, council, board, or other similar body unless the creation of the same shall be or shall have been authorized by law.

It is a matter of common knowledge, attested by the debates in Congress, and by the written comment

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JUNE 10, 1909.

SPECIAL ORDER.

The following Executive Order is hereby promulgated for the information of all concerned in this Department:

EXECUTIVE ORDER.

It is hereby ordered that on Saturdays during July, August and September, until further notice, four hours exclusive of time for luncheon shall constitute a day's work for all employees in the Federal public service, wherever employed; and all departmental or other orders in conflict with this order are hereby revoked, except as to the naval stations named in the executive order of April 4, 1908.

WM. H. TAFT.

THE WHITE HOUSE, *June 8, 1909.*

Pursuant to this order, the hours of service in the Department of Agriculture on Saturdays during the months of July, August and September will be from 9 a. m. to 1 p. m., without intermission for luncheon.

Persons on leave of absence during July, August or September will be charged with the actual time absent on Saturdays, not exceeding four hours for any one Saturday.

All employees whose hours of service exceed seven will be charged with one-half day's leave, when absent on Saturdays during July, August or September.

W. M. HAYS,
Acting Secretary.

Attest:

FRANK G. KELSEY,
Acting Chief Clerk.

of the Executive before approving the bill in which Section 9 is found, that the intent of Congress was to strike at commissions, etc., appointed by Federal Executive authority, without warrant of law, and to my mind the application of Section 9, as a matter of law, is so restricted. This view is supported by the opinion of Attorney-General Wickersham, who says: "The commissions or boards referred to in Section 9 of the act of March 4, 1909, are commissions or boards constituted without authority of law" (Op. Atty. Gen., April 14, 1909, F. I. D. No. 107).

The American Chemical Society is an organization of chemists throughout the United States. It does not pretend to have any official status and no effort has ever been made to employ the Society as a governmental agency, or to divert official moneys or personal service of employees of the Government in support of the work of the Society. For this reason I am of opinion that Section 9 has no application to that Society, or to the question presented by Doctor Bigelow.

It does not follow by any means that, under all circumstances, you are authorized to pay the salaries and expenses of employees of this Department while they are attending the meetings of the American Chemical Society. If they attend such meetings by your direction in order, while there, to render service to the Department, the payment of their salaries, and the payment of their expenses from an available appropriation, are clearly warranted. If, however, such employees attend the meeting, merely with your permission, and as members or officers of the Society, for the purposes of the Society, and not for the purpose of rendering service to the Department, then it is equally clear that you are no more warranted in paying such salaries and expenses of such employees than you would be warranted in paying them salaries and expenses for attending a meeting of the stockholders or directors of some mercantile corporation in which they may be interested, and this, although the meeting of the American Chemical Society may be of public interest and productive of information along lines in which the Department of Agriculture is working.

Applying the foregoing principles to the concrete case submitted, it follows that if Doctors Bigelow and Cameron and the others mentioned are to attend the meeting of the American Chemical Society, there to perform services for the Department along the lines of their employment, you are authorized, in your discretion, to pay them both salaries and expenses, or either. If, however, Doctors Bigelow and Cameron, who are officers of the Society, are to attend the meeting as officers of the Society, to do the work of the Society, they are not entitled to the payment of their expenses and are only entitled to salaries for the time consumed by such attendance, in the event that you grant them annual leave with pay for the time involved.

Very respectfully,

GEO. P. MCCABE,
Solicitor.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JULY 9, 1909.

SPECIAL ORDER.

TO THE CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

As the General Supply Committee has prepared contracts for miscellaneous supplies for the Executive Departments, and this Department has supplemented such action by preparing separate contracts for all technical supplies required, it is hereby ordered that in the purchase of supplies for this Department items enumerated in these contracts be selected and used whenever practicable. The law requires competition in the purchase of supplies, and because an article which is personally preferred by an employee differs slightly from articles of the same class under contract is not a sufficient reason why a purchase should not be made under contract rather than in open market. Open market purchases should be made only when necessary to prevent the work of the Department from being crippled or for the purpose of continuing systems of book cases, filing cases, or other furniture already installed in an office.

With the view of securing the greatest possible economy in all expenditures, in compliance with the express order of the President, no furniture or apparatus should be purchased except such as may be absolutely necessary to replace unserviceable articles of similar character or to equip new offices.

James Wilson

Secretary.

(COPY)

SPECIAL ORDER.

It is hereby ordered that the designation of the Animal Husbandry Office of the Bureau of Animal Industry, be, and is hereby, changed to and designated the Animal Husbandry Division of the Bureau of Animal Industry.

This order shall take effect on January 1, 1910.

(Signed) James Wilson,
Secretary of Agriculture.

December 30, 1909

(COPY)

January 31, 1910.

SPECIAL ORDER.

There is hereby established in the Branch of Operation, of the Forest Service, the Office of Records, to carry on the appointment records and the records of absences and other administrative work now handled in the Office of Accounts, in the Forest Service, not essential to the auditing and settlement of accounts and disbursements in the Forest Service.

This order shall take effect on February 1, 1910.

(Signed) James Wilson,

Secretary of Agriculture.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

Sig.

October 14, 1910.

SPECIAL ORDER.

TO THE CHIEFS OF BUREAUS, OFFICES, AND INDEPENDENT DIVISIONS.

In order that no milk containing extraneous matter, raw milk from cows not known to be free of tuberculosis, or milk of unknown origin may be sold within certain buildings occupied by the Department of Agriculture in Washington, D. C., it is hereby ordered that no milk shall be sold within any building occupied by the Department of Agriculture which is not equal to the classification as defined in Bureau of Animal Industry Circular 114.

The determinations as to the standards of such milk shall be made by the Dairy Division, Bureau of Animal Industry.

Officers of the various bureaus and divisions in which milk is used will see that this order is enforced.

Effective October 25, 1910.

James Wilson

Secretary of Agriculture.

Attest:

Chief Clerk.

(Over.)

TRANSCRIPT FROM BUREAU OF ANIMAL INDUSTRY CIRCULAR 114, RELATING TO CLASSIFICATION OF MILK.

CLASSIFICATION OF MILK.

In order that the milk supply of the District may be pure, it must come from healthy cows, properly fed, that are neither about to calve nor have recently calved. The milk from these cows must be drawn in a cleanly manner and be promptly cooled. All persons engaged in handling milk must be free from communicable diseases and of cleanly habits. All receptacles into which the milk passes and all utensils and apparatus used in handling it must be perfectly clean, and the milk after having been promptly cooled must be kept cool until delivered to the consumer. Actually to attain ideal conditions with respect to milk is difficult and expensive, and adds materially to the cost of the milk, and therefore to the selling price. But to undertake earnestly to approximate such conditions is less difficult and less expensive, and for practical purposes may be regarded as yielding a reasonably satisfactory and reasonably safe milk.

The conference recommends that there be recognized by law three grades of milk, as follows:

Class 1. Certified milk.—The use of this term should be limited to milk produced at dairies subjected to periodic inspection and the products of which are subjected to frequent analyses. The cows producing such milk must be properly fed and watered, free from tuberculosis, as shown by the tuberculin test, and from all other communicable diseases, and from all diseases and conditions whatsoever likely to deteriorate the milk. They are to be housed in clean stables, properly ventilated, and to be kept clean. All those who come in contact with the milk must exercise scrupulous cleanliness, and such persons must not harbor the germs of typhoid fever, tuberculosis, diphtheria, and other infections liable to be conveyed by the milk. Milk must be drawn under all precautions necessary to avoid infection, and be immediately strained and cooled, packed in sterilized bottles, and kept at a temperature not exceeding 50° F. until delivered to the consumer. Pure water, as determined by chemical and bacteriological examination, is to be provided for use throughout the dairy farm and dairy. Certified milk should not contain more than 10,000 bacteria per cubic centimeter, and should not be more than 12 hours old when delivered. Such milk shall be certified by the health officer of the District of Columbia.

Class 2. Inspected milk.—This term should be limited to clean raw milk from healthy cows, as determined by the tuberculin test and physical examination by a qualified veterinary surgeon. The cows are to be fed, watered, housed, and milked under good conditions, but not necessarily equal to the conditions provided for class 1. All those who come in contact with the milk must exercise scrupulous cleanliness, and such persons must not harbor the germs of typhoid fever, tuberculosis, diphtheria, and other infections liable to be conveyed by the milk. This milk is to be delivered in sterilized containers, and is to be kept at a temperature not exceeding 50° F. until it reaches the consumer. It shall contain not more than 100,000 bacteria per cubic centimeter.

Class 3. Pasteurized milk.—Milk from the dairies not able to comply with the requirements specified for the production of milk of classes 1 and 2 is to be pasteurized before being sold, and must be sold under the designation "pasteurized milk." Milk for pasteurization shall be kept at all times at a temperature not exceeding 60° F. while in transit from the dairy farm to the pasteurization plant, and milk after pasteurization shall be placed in sterilized containers and delivered to the consumer at a temperature not exceeding 50° F. All milk of an unknown origin shall be placed in class 3 and subjected to clarification and pasteurization. No cow in any way unfit for the production of milk for use by man, as determined upon physical examination by an authorized veterinarian, and no cow suffering from a communicable disease, except as specified below, shall be permitted to remain on any dairy farm on which milk of class 3 is produced, except that cows which upon physical examination do not show physical signs of tuberculosis may be included in dairy herds supplying milk of this class, although they may have reacted to the tuberculin test.

This milk is to be clarified and pasteurized at central pasteurization plants, which shall be under the personal supervision of an officer or officers of the health department. These pasteurizing plants may be provided either by private enterprise or by the District Government, and shall be located within the city of Washington.

By the term "pasteurization," as used herein, is meant the heating of milk to a temperature of 150° F. or 65° C. for 20 minutes, or 160° F. or 70° C. for 10 minutes, as soon as practicable after milking, in inclosed vessels, preferably the final containers, and after such heating immediate cooling to a temperature not exceeding 50° F. or 10° C.

No milk shall be regarded as pure and wholesome which, after standing for two hours or less, reveals a visible sediment at the bottom of the bottle.

No dairy farm shall be permitted to supply milk of a higher class than the class for which its permit has been issued, and each dairy farm supplying milk of a specified class shall be separate and distinct from any dairy farm of a different class; the same owner, however, may supply different classes of milk, providing the dairy farms are separate and distinct, as above indicated.

OFFICE OF THE CHIEF
BUREAU OF ANIMAL INDUSTRY
No.
Rec'd DEC 5- 1910
Ans'd 1910
Sig. By

2535

UNITED STATES DEPARTMENT OF AGRICULTURE.

Office of the Secretary,

Washington, D.C., November 17, 1910.

SPECIAL ORDER:

It is hereby ordered that all documentary charges preferred against any person employed in any Bureau, Division, Office or Service in the Department of Agriculture, and all documentary testimony and evidence submitted in relation thereto, or complete certified copies thereof, be deposited and filed in the Office of the Appointment Clerk of the Department for the immediate use, direction and convenience of the Secretary of Agriculture.

(Signed) JAMES WILSON

Secretary of Agriculture.

A true duplicate copy

J. B. Bennett

Appointment Clerk,
U. S. Department of Agriculture.
To the Chief of the Bureau of
Animal Industry.

(COPY)

March 10, 1911.

SPECIAL ORDER:

It is hereby ordered, That there be, and there is hereby established, in the Bureau of Chemistry, of the United States Department of Agriculture, a Laboratory to be known as the Physical-Chemistry Laboratory. This Laboratory shall be charged with the study, from the physical-chemical point of view, of the action of enzymes.

This order shall take effect on March 16, 1911.

(Signed) James Wilson,

Secretary of Agriculture.

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Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

FILED
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Please return to
Secretary's File Room

May 28, 1917.

SPECIAL ORDER.

The following employees of this Department are hereby designated as firemen, and will familiarize themselves, under the direction of the Chief Engineer (who will be in charge in case of fire), in handling fire extinguishers, hose, and such other apparatus as may be at hand to put out any fire which may occur at any time in or around the buildings of the Department:

FIRE BRIGADE, U. S. DEPARTMENT OF AGRICULTURE.

Laboratory A (East Wing).

Basement:	
J. F. Pevare	24
C. W. King	24
First Floor:	
A. Morgan	117
Maurice Bresnahan	117
E. A. Williams	117
W. T. Thomas	117
Second Floor:	
Lars M. Eidsness	219
Zebebee LaPelle	225
James E. Field	229
Third Floor:	
W. A. Jump	328
J. N. Hornbaker	302
A. A. Ormsby	313
H. D. Ruddiman	350
Fourth Floor:	
C. R. Corey	443
C. H. Cross	402
W. S. Stamper	406

Laboratory B (West Wing).

Basement:	
Albert Lingle	6
E. W. Bundy	17
First Floor:	
James A. Taylor	148
Leo B. Rose	132
Second Floor:	
Chas. W. Dawson	204
Thos. A. Fitzgerald	250
Third Floor:	
Hugh T. O'Neil	348
George Caldwell	328
Fourth Floor:	
Edw. D. Carmack	402
F. M. McLaughlin	432

Main Building.

Basement:
E. G. Grau
James F. Oakley
W. H. Carter
Chas. Brooks
C. Syphax

First Floor:
A. L. Elmore
A. H. Brooks
P. L. Gladmon
Ernest L. Kahlert

Second Floor:
Stanley Searles

Gustave E. Beckman

Third Floor:
L. G. Pray
E. Merritt
J. E. Eldridge (East End)
C. J. Benner (West End)

Fourth Floor:
Wm. Currie
W. S. Clime
L. Beeson
A. B. Boettcher
J. H. Stevenson

Boiler House.

All men on duty

224 Twelfth Street, S. W.

First Floor:
Hugh M. Davis

Second Floor:
Chas. L. Foubert

Third Floor:
George A. Harlow

Fourth Floor:
H. H. Barrows

Entomology and Biological Survey.

Insectary:
C. S. Menagh

First Floor:
W. C. Meyers
E. C. Wood

Second Floor:
W. L. McAtee
Frank L. Earnshaw

1304-1306 B Street, S. W.

Basement:
Fred C. Hall

First Floor:
E. Q. Knight
Thomas G. Ecton

Second Floor:
Ralph Whelan
Bernard Connor

Third Floor:
H. F. Chandeler
David Bissitt

201 Thirteenth Street, S. W.

M. J. Snyder

207 Thirteenth Street, S. W.

Frank A. Hugins

Document Section
215 Thirteenth Street, S. W.

Basement:
Homer Mee

First Floor:
Francis S. Williams
Geo. W. King
J. Thode

Second Floor:
Frank Snyder
Ben. R. Sherwood
W. H. Young

Third Floor:
Henry S. Walter
Augustus Lee
J. Howard Mitchell, Jr.

Fourth Floor:
Gerald E. Peck
Thomas Cullinan

Public Roads.

Basement:
F. H. Jackson, Jr.
James P. Nash

First Floor:
Wm. Grant
H. A. Long

Second Floor:
C. K. Krams
Ed. Turner

Third Floor:
C. N. Draper
J. A. Thornton, Jr.

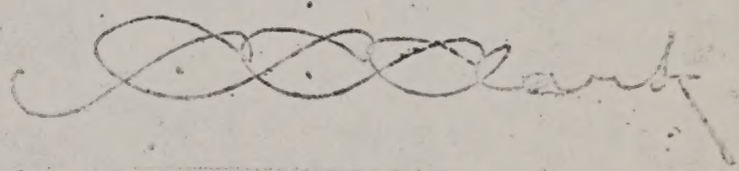
Fourth Floor:
J. M. Bechtold
Herbert Holder
E. R. Robey

Experiment Station Annex
215 Twelfth Street, S. W.

H. T. Whitlock

All employees are directed to use every precaution in guarding against the possibility of fire in the Department buildings; and to use particular care in preventing the accumulation of waste paper and all inflammable materials and supplies which may cause fire.

By order of the Secretary:



Chief Clerk.

(COPY)-Sh

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SPECIAL ORDER. August 1, 1911.

TO THE CHIEFS OF BUREAUS, OFFICES, AND DIVISIONS:

Referring to the report of the Committee on Efficiency and Economy, approved June 21, 1911, (Appointments, Sec. 8, page 14) in which recommendation is made that all appointments, except those to statutory positions, be made to read "payable from the lump appropriation (of the particular bureau) to which the salary is properly chargeable," IT IS HEREBY ORDERED that all appointments which have heretofore been payable from any lump fund appropriation of the Bureau, Office, or Division to which the salary is properly chargeable, and that all future recommendations for appointments, payable from lump fund appropriations, be prepared accordingly. All per diem appointments will hereafter be made for days actually employed.

(Signed) JAMES WILSON,
Secretary of Agriculture.

COPY
To the Chief of the
Bureau of Animal Industry.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

300 1/2

December 15, 1911.

SPECIAL ORDER.

Hereafter all requisitions made on foreign dealers after being duly signed by the Secretary or proper bureau official, will be forwarded to the Chief of the Supply Division, who is authorized and directed to forward them to the manufacturer or dealer, with such shipping instructions as will insure the delivery, duty free, to the Department, without the payment of additional fees.

When any requisition is forwarded by the Chief of the Supply Division as above directed, he will notify the Chief of the Bureau or Office for which such requisition was made, of the fact that it has been duly forwarded as directed by this order.

James Wilson
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF THE CHIEF
BUREAU OF ANIMAL INDUSTRY
NO.
Rec'd FEB 6-1912
Ans'd 1912
Sig. By

2667

January 30, 1912.

SPECIAL ORDER:

TO THE CHIEFS OF BUREAUS, OFFICES, AND DIVISIONS:

Your attention is respectfully invited to the enclosed copy of memorandum of the Secretary, dated December 6, 1911, designating the members of the Board of Survey of the Department, and outlining instructions to that Board concerning the disposition of unserviceable Government property during the fiscal year ending June 30, 1912.

In order to facilitate the handling and appraising of this material, it is requested that all unserviceable property be turned in for disposal on the 15th day of each calendar month.

In turning in unserviceable property for action by the Board of Survey, it is directed that the price of each article, as carried on the books of the Bureau, be set forth on the copies of the invoice, as far as practicable. If articles "turned in" are incomplete, or have parts missing, it should be so stated, and the present condition and missing parts described.

In the case of scientific or technical instuments, or special equipment, the original cost price, as well as the present approximate value should be shown, together with a statement or memorandum setting forth the reason for discarding the same.

When preparing invoices, in triplicate, to cover the disposal of unserviceable property, it is requested that the first or original sheet be sent direct to the Division of Accounts and Disbursements, in accordance with the instructions contained in the statement at the top of this sheet, viz: "DETACH AND SEND TO THE DIVISION OF ACCOUNTS AND DISBURSEMENTS". The two remaining sheets of this invoice should be promptly forwarded to the Chief of the Supply Division.

James Wilson

Secretary.

Attest:

C. C. Clark.

Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

267

February 5, 1912.

SPECIAL ORDER.

TO THE CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

In connection with the exercises to be held at Arlington National Cemetery on the afternoon of April 12th, next, incident to the reinterment of the remains of Major General Philip Kearny, the President directs that those Civil War Veterans employed in this Department who wish to attend, may be excused for that afternoon provided their services can be spared.

James Wilson
Secretary.

Attest:

Chief Clerk.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

270 ✓

March 19, 1912.

SPECIAL ORDER.

TO THE CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

Employees Excused 2 PM, Saturday, March 23, 1912.

The following Executive Order has been made:

"EXECUTIVE ORDER."

"It is hereby ordered that employees of the executive departments and independent government establishments in the District of Columbia who desire to attend the memorial services in honor of the sailors who lost their lives in the destruction of the battleship MAINE in Havana harbor on February 15, 1898, may be excused from duty in their respective offices at two o'clock on the afternoon of March 23, 1912."

"WM. H. TAFT."

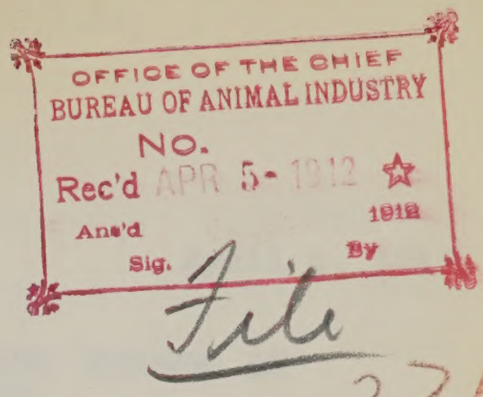
"The White House, March 15, 1912."

This order is hereby published and promulgated for the information and guidance of all concerned in this Department.

By order of the Secretary:

Chief Clerk.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.



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271

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April 5, 1912.

MEMORANDUM FOR MR. CARROLL:

I am enclosing herewith a copy of Special Order, dated today, covering the disposition of inspection records in your Bureau, as outlined in letter signed by Dr. Melvin on Feb. 23d, addressed to Mr. Geo. H. Russell, which letter was approved by the Secretary at that time.

Respectfully,

Chief Clerk.

(Enclosure)

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
WASHINGTON, D.C.

April 5, 1912.

SPECIAL ORDER.

AUTHORIZING DISPOSITION OF INSPECTION RECORDS IN BUREAU OF ANIMAL INDUSTRY.

In accordance with the provisions of the Act of March 4, 1907, (34 Stat., 1281), it is hereby ordered that the following inspection records, after the dates specified for each form, belonging to the Bureau of Animal Industry, which do not constitute permanent records, and which are obsolete and worthless, be disposed of or destroyed:

I. D. Form 101	Daily Time Report rendered on 1st and 3rd Wednesdays of each month.	2 Years.
I. D. Form 130	Daily report from the stations of Inspections, Preparation of meat food products, Tanking and receipts and shipments of meats.	1 1/2 Years.
I. D. Form 112 I. D. Form 112 B I. D. Form 112 D I. D. Form 112 F	Report of disposition of suspect and retained carcasses.	3 Years.
I. D. Form 109 F	Shipments of unmarked meat in sealed cars.	1 Year.
I. D. Form 148	Inspection of meats for U.S. Navy.	1 Year.
I. D. Form 113	Condemnations of meats on reinspection.	1 Year.
I. D. Form 116 I. D. Form 121 I. D. Form 112	Export shipments of Regular, Preservative and Inedible meats and meat food products.	1 Year.
Reports of shipments of uninspected meats and meat food products, by farmers, and by retail dealers and butchers under numbered exemption certificate.		1 Year.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
WASHINGTON, D.C.

April 8, 1918.

SPECIAL ORDER.

AUTHORIZING DISPOSITION OF INSPECTION RECORDS IN BUREAU OF ANIMAL INDUSTRY.

In accordance with the provisions of the Act of March 4, 1907, (34 Stat., 1281), it is hereby ordered that the following inspection records, after the dates specified for each form, belonging to the Bureau of Animal Industry, which do not constitute permanent records, and which are obsolete and worthless, be disposed of or destroyed:

I. D. Form 103	Daily Time Report rendered on 1st and 3rd Wednesdays of each month.	2 Years.
I. D. Form 130	Daily report from the stations of Inspections, Preparation of meat food products, Tanking and receipts and shipments of meats.	1 1/2 Years.
I. D. Form 112		
I. D. Form 112 B	Report of disposition of suspect and	
I. D. Form 112 D	retained carcasses.	3 Years.
I. D. Form 112 F		
I. D. Form 109 F	Shipments of unmarked meat in sealed cars.	1 Year.
I. D. Form 148	Inspection of meats for U.S. Navy.	1 Year.
I. D. Form 113	Condemnations of meats on reinspection.	1 Year.
I. D. Form 118	Export shipments of Regular, Preserva-	
I. D. Form 121	tive and Inedible meats and meat food	
I. D. Form 112	products.	1 Year.
	Reports of shipments of uninspected meats and meat food products, by farmers, and by retail dealers and butchers under numbered exemption certificate.	1 Year.

The above mentioned reports are in the Inspection Division of the Bureau of Animal Industry, and the Chief of that Bureau is hereby given permission to authorize the disposition or destruction of the above mentioned inspection reports.

James Wilson

Secretary.

Attest:

Chief Clerk of Department.

CHIEF CLERK.
BUREAU OF ANIMAL INDUSTRY
No. 383
Rec'd JUL 9 1912
Ans'd 1912
Sig. By

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Filed in book

July 5, 1912.

(REVISION OF THE FISCAL REGULATIONS) 279½

SPECIAL ORDER.

A special committee, composed of one representative from each of the bureaus, independent divisions and offices of the Department, including the Office of the Solicitor, to be designated by the heads thereof, is hereby created for the purpose of revising the Fiscal Regulations of the Department. Mr. E. D. Yerby, of the Division of Accounts and Disbursements, will act as chairman.

The committee will meet from time to time at the call of the chairman and will submit its recommendations, for my approval, through the Chief of the Division of Accounts and Disbursements, in order that he may pass upon the fiscal matters therein, and through the Solicitor of the Department, so that that officer may pass upon the legal matters involved.

James Wilson
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

280 ✓

July 10, 1912.

(PURCHASE OF MEDICINES BY EMPLOYEES IN TROPICS)

SPECIAL ORDER.

It is hereby ordered that employees of the Department of Agriculture traveling or stationed in Porto Rico, Hawaii, Guam, or elsewhere in the Tropics may be reimbursed from the proper appropriations for medicines which may be needed in emergencies for the treatment or prevention of diseases to which they are exposed by reason of their employment in the Tropics. This order applies only to those employees whose compensation is not fixed by law; i.e., employees not paid on the so-called statutory rolls. See Decisions of the Comptroller dated July 15, 1905 (XII, 27-28), and July 27, 1905 (Ms.).

Such purchases of medicines will be considered as included in and covered by the letters of authorization issued in connection with assignments in the Tropics.

The foregoing order will supersede all orders of a similar character heretofore issued.

James Wilson
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

283

July 31, 1912.

SPECIAL ORDER:

The Committee on Buildings.

Special Order dated October 15, 1910, in relation to the Committee on Buildings, is hereby amended, and in lieu thereof, Mr. C. C. Clark, chief clerk of the department and custodian of buildings, Mr. Jos. A. Arnold, editor and chief of the Division of Publications, and Mr. Wm. A. Taylor, pomologist and assistant chief of the Bureau of Plant Industry, in addition to their regular duties, are hereby appointed and constituted a Committee to be designated and known as "The Committee on Buildings;" Mr. Clark to be the chairman of said Committee.

This Committee shall be subject to the orders of the Secretary of Agriculture and shall direct and supervise, in the City of Washington, the construction of new buildings for the Department of Agriculture, the remodeling of buildings of the Department already erected, the rental of all buildings, and the assignment of office rooms and space.

The said Committee shall also act as a Board of Awards to consider all bids appertaining to the construction of any new buildings or the remodeling of any old buildings belonging to the Department.

James Wilson
Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

August 5, 1912.

284

SPECIAL ORDER:

The payment of the salaries of per diem employees on Labor Day.

The following Executive Order is hereby promulgated for the information and guidance of the various bureaus, offices, and divisions of this Department.

"EXECUTIVE ORDER.

"It is hereby ordered that hereafter all per diem employees and other day laborers in the federal public service, wherever employed, whose employment extends through and beyond the first Monday in September, commonly known as Labor Day and set apart as a legal public holiday for certain branches of the public service by the Act of June 28, A. D., 1894, be excused from work on said day, and shall receive the same pay as on other days, and the said day is declared to be a holiday for all purposes for said per diem employees and laborers.

"Provided, however, that this order shall not apply to any bureau or office of the Government, or to any of the clerks or other employees thereof, that may for special public reasons be excepted therefrom by the head of the Department having supervision or control of such bureau or office, or where the same would be inconsistent with the provisions of existing law..

WM. H. TAFT.

The White House,
August 1st, 1912.

(No. 1574)"

Attest:

C. C. Clark,
Chief Clerk.

James Wilson
Secretary.

August 9, 1912.

SPECIAL ORDER:

It is hereby ordered, That there be, and there is hereby established in the Bureau of Chemistry, of the United States Department of Agriculture, a laboratory to be known as the Animal Physiological Laboratory. This laboratory shall be charged with investigations of the physiological effects of substances used in foods and the study of methods of analysis used in physiological work.

This order is to take effect September 1, 1912.

James Wilson,

Secretary.

FBL-MDM

August 9, 1912.

SPECIAL ORDER:

It is hereby ordered, That there be, and there is hereby, established in the Bureau of Chemistry, United States Department of Agriculture, a laboratory to be known as the Plant Analysis Laboratory. This laboratory shall be charged with the investigation, in collaboration with the Bureau of Plant Industry, of the chemical and physiological changes in growing plants and cereals, and with the investigation of methods of plant analysis.

This order is to be effect September 1, 1912.

James Wilson,

Secretary.

FBL-MDM.

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DEPARTMENT OF AGRICULTURE

OFFICE OF SECRETARY

WASHINGTON.

SPECIAL ORDER:

August 21, 1912.

An Act of Congress approved by the President August 20, 1912, entitled "An Act to regulate the importation of nursery stock and other plants and plant products, etc.," provides for the appointment of a Federal Horticultural Board from existing Bureaus in the Department of Agriculture. I hereby designate the following gentlemen to constitute the aforesaid Board: Mr. C. L. Marlatt (Chairman) and Mr. A. F. Burgess of the Bureau of Entomology; Dr. W. A. Orton (Vice Chairman) and Mr. Peter Bisset of the Bureau of Plant Industry; and Mr. Geo. B. Sudworth of the Forest Service. Under the provisions of the law the members of the Federal Horticultural Board are to service without additional compensation. For the present Mr. R. M. Reese will act as Secretary of the Board, without additional compensation.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

294

SPECIAL ORDER. September 10, 1912.

EMPLOYEES INVITED TO ATTEND THE FIFTEENTH NATIONAL CONGRESS OF HYGIENE AND DEMOGRAPHY.

The fifteenth National Congress of Hygiene and Demography will hold its sessions in Washington during September 1912 under the auspices of the Department of State. In connection therewith, the congress is holding an Exhibition on Health and its related subjects, which will be open from 9 A. M. to 10 P. M., September 16 to October 5, inclusive. The Exhibition building is situated at the corner of 17th and B. Streets, N. W. Admission to the Exhibition is free. During the Exhibition also a number of popular talks on hygiene illusrated with lantern slides and moving pictures will be given.

Inasmuch as it is thought that a general knowledge of health matters on the part of governmental employees tends greatly to increase the efficiency of the service, the Director of the Exhibition has requested the Department of Agriculture to bring the holding of this Exhibition to the attention of its employees, so that they may visit the Exhibition in large numbers and thus receive profitable and interesting information.

It is expected to open the Exhibition with appropriate ceremonies 8 o'clock on the evening of Monday, September 16, 1912.

W. M. Hays

Attest:

C. C. CLARK, Acting Secretary.

Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

SPECIAL ORDER. September 10, 1912.

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It is expected to open the Exhibition with appropriate ceremonies at 8 o'clock on the evening of Monday, September 16, 1912.

Attest:

C. C. CLARK, Acting Secretary.

Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

3001 ✓

(Death of Vice President Sherman.)

November 1, 1912.

AL ORDER.

TO THE CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

The following Proclamation has been issued by the President:

"BY THE PRESIDENT OF THE UNITED STATES OF AMERICA"

"A PROCLAMATION"

"To the People of the United States:

James Schoolcraft Sherman, Vice President of the United States, died at his home in Utica, New York, at 9:42 o'clock on the evening of October 30th, 1912. In his death the Nation has lost one of its most illustrious citizens and one of its most efficient and faithful servants. Elected at an early age to the mayorship of his native city, the continued confidence of his community was shown by his election for ten terms as a Representative in the National Congress. As a legislator he at once took and retained high rank and displayed such attributes of upright and wise statesmanship as to commend him to the people of the United States for the second highest office within their gift. As presiding officer of the Senate he won the respect and esteem of all for his fairness and impartiality. His private life was noble and good. His genial disposition and attractiveness of character endeared him to all whose privilege it was to know him. His devotion to the best interest of his native land will endear his memory to his fellow countrymen.

In respect to the memory, and the eminent and various services of this high official and patriotic public servant, I direct that on the day of the funeral the Executive Offices of the United States shall be closed and all posts and stations of the Army and Navy shall display the national flag at half-mast, and that the representatives of the United States in foreign countries shall pay appropriate tribute to the illustrious dead for a period of thirty days.

IN WITNESS WHEREOF I have hereunto set my hand and caused the seal of the United States to be affixed.

Done at the City of Washington this thirty-first day of October in the year of our Lord one thousand nine hundred and twelve and of the Independence of the United States the one hundred and thirty-seventh."

(SEAL)

"WM. H. TAFT."

By the President:
Alvey A. Adee
Acting Secretary of State."

"(No. 1222.)"

This Proclamation is hereby published for the information and guidance of all concerned in this Department; and the offices and branches of the Department in Washington and outside of Washngton shall be closed on Saturday, November 2, 1912.

Wm. Hayes

Acting Secretary.

Attest:

Chief Clerk.

File in book

3011

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 17, 1912.

SPECIAL ORDER:

TO CHIEFS OF BUREAUS, DIVISIONS AND OFFICES:

Half Holiday Before Christmas and
New Year's Days.

You are hereby authorized to excuse all employees, who may be spared from duty, on the afternoon of Tuesday, December 24, beginning at 1:00 o'clock p.m.; also, on Tuesday, December 31, 1912, beginning at the same time.

Applications for four hours annual leave on the days mentioned may entitle employees to a full day.

James Wilson

Secretary.

Attest:

Chief Clerk.

DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

302

December 26, 1912.

SPECIAL ORDER:

BOARD OF AWARDS:

The following employees of the Department are designated as members of and shall constitute the Board of Awards:

C. C. Clark, Chief Clerk of Department, Chairman.
A. I. Mudd, Chief Clerk, Division of Publications.
W. C. Wyatt, Chief Clerk, Office of Public Roads.
C. C. Carroll, Chief Clerk, Bureau of Animal Industry.

The Board is hereby charged with the duty of opening, examining and reporting upon informal bids and proposals of all kinds for furnishing supplies and for performing services for this Department (except for the Weather Bureau and for the Building Committee), during the remainder of the fiscal year ending June 30, 1913. (See paragraphs 24 to 26 inclusive of the Fiscal Regulations.)

In the performance of official duties the Board is authorized to call upon the several chiefs of bureaus, divisions and offices for information, for expert advice upon questions relating to the character of the supplies or services offered upon bids, and in ascertaining the adaptability of such supplies to the requirements of the service.

The Board is instructed to give careful and equitable consideration to all proposals that shall be placed before it, and to recommend, without fear, favor, or partiality, such action thereon as will, in its judgment, best subserve the true interests of the Department.

James Wilson
Secretary.

Attest:
C. C. CLARK,
Chief Clerk.

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DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

December 15, 1913.

SPECIAL ORDER:

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

Half Holiday Before Christmas and
New Year's Days.

You are hereby authorized to excuse all employees, who may be spared from duty, on the afternoon of Wednesday, December 24, beginning at 12:00 noon, also on Wednesday, December 31, 1913, beginning at the same time.

Applications for three hours, annual leave on the days mentioned may entitle employees to a full day.

B. T. Galloway.

Acting Secretary.

Attest:

R. M. Reece

Chief Clerk.

File in Book

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

478

December 12, 1914.

SPECIAL ORDER:

TO CHIEFS OF BUREAUS, OFFICES AND DIVISIONS:

Half Holiday Before Christmas and New Year's Days.

You are hereby authorized to excuse all employees, who may be spared from duty, on the afternoon of Thursday, December 24, and the afternoon of Thursday, December 31, 1914, beginning at 12 o'clock meridian.

Application for three hours' annual leave on the days mentioned may entitle employees to a full day.

D. F. Houston

Secretary.

Attest:

R M Reese

Chief Clerk of Department.